



2005 SDDC TRAINING SYMPOSIUM

GOVERNMENT BOOTH REGISTRATION FORM

Deadline for Registration is 7 March 2005

GENERAL INFORMATION

Organization: _____

Mailing Address: _____

Point of Contact: _____

Telephone: _____ Cell: _____ Fax: _____

Email: _____

Name to appear on booth sign: _____

Description of program/product or material being exhibited: _____

On-site Point of Contact Name and Cell phone: _____

BOOTH REQUIREMENTS

(please select one)

Booth Size: [] 8x10 [] 8x20 [] 8x30 [] 10x10 [] 10x20 [] 10x30

- Note:
- Normal booth depth is 8 feet frontage is 10 feet
 - 10x8 booths are end booths. 10x20 is a stand-alone.
 - Pipe and drape is included with each booth.
 - [] My booth is a stand-alone commercial-type booth, higher than 8 feet, I will require pipe and drape for the back.

110-volt electrical outlets [] T1 Lines** [] Table (16"x48") [] Table 36"x36" [] Chairs []

8x10 booth holds a maximum of two tables and four chairs.

AUDIO VISUAL REQUIREMENTS

(Please Specify Quantity)

Standing Screen [] Flip Chart [] VCR unit [] Computer Monitor []
(TV and unit)

SDDC SYMPOSIUM EXHIBIT MANAGER

Ms. LaWanda York
Tele: 703-428-2448 FAX: 703-428-3312
yorkl@sddc.army.mil

**In order for your T-1 line to be installed, you must be present, on-site, with your PC or laptop to allow the technician to install the service. Further, each laptop utilizing T-1 access must be equipped with an Ethernet or network card. Please note, this is high-speed access; not a modem line.

Please see reverse instructions for registering your booth

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Government Booth Instructions

1. All activities requesting government booth space must complete this form and return it to the address below no later than 23 February 2005.

Headquarters
Surface Deployment and Distribution Command
200 Stovall Street
ATTN: Command Affairs
Room 11N57-2
Alexandria, Virginia 22332-5002
Or email yorkl@sddc.army.mil

2. All government booth personnel are required to register for the symposium, and wear their symposium name badge during the symposium and exhibits.

3. **Changes** to space an equipment requirements **cannot be made on-site.**

4. Each activity is responsible for the delivery and receipt of demonstration sets, displays, equipment, handouts, promotional items and all other materials to the Gaylord Opryland Resort and Convention Center. A private contractor manages the hotel shipping and receiving department. The shipping information will be sent you as soon as we receive it. Please notify Mrs. York via email yorkl@sddc.army.mil, if you need this information. You will receive all information needed on where to ship your items. If you do not receive this with your packet for the symposium please contact Mrs. York.

SHIPPING ADDRESS for Advance Shipment

Your name
c/o George E. Fern
125 Fernco Drive
Nashville, TN 37207

MARK ON FRONT PKG/BOX

SDDC Training Symposium, Material for exhibit Booth #
25-28 April 2005
Box # __ of # __

SHIPPING ADDRESS FOR THE HOTEL (you will be charged a costly price to ship directly to the hotel)

YOUR NAME
%Gaylord Opryland
B Dock, 2815 Opryland Drive
Nashville, TN 37214

Again, each activity is responsible for these charges. We recommend travel orders authorize reimbursement of shipping and handling fees. Upon arrival at the hotel, your activity representative should contact the hotel's business center to make arrangements for the pick-up of shipped items.

5. Complimentary shipping by SDDC is available. Items must be delivered to SDDC, address above in paragraph 1, no later than 15 April 2005/

6. On-site booth set up times are:

Sunday, 24 April 2005, 3:00 pm to 6:00 pm

Monday, 25 April 2005, 08:00 am to 09:00 pm

7. On-site booth tear down times are:

Wednesday, 26 April 2005, 1:30 pm to 6:00 pm

Thursday, 27 April 2005, 8:00 am to 12:00 pm

All government booths must be totally set-up and displays completed NO LATER THAN 9:00 pm, 25 April 2005.

7. The exhibit hall will be open to all attendees during the dates/times listed below. All booths must be staffed during the show days and hours:

- a. 26 April 11:50 am – 1:00 and 4:00 pm – 6:00 pm
- b. 27 April 11:30 am – 1:30 pm

* Times subject to minor changes.

8. It is the hotel policy that no outside food and/or beverages may be brought into the exhibit hall.

9. Questions pertaining to government booths may be directed to Ms. LaWanda York, at (703) 428-2448 or email yorkl@sddc.army.mil.